



# STATE OF COLORADO National Incident Management System



## Instructor Train-the-Trainer & Instructor Recruitment

Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents, directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). The NIMS provides a consistent nationwide approach for federal, state, local and tribal governments to work together to prepare, prevent, respond, and recover from domestic incidents, regardless of cause, size, or complexity. The **Division of Fire Safety (DFS)** and the **Division of Emergency Management (DEM)** has formed a partnership to deliver the training needed to successfully implement the NIMS and the Incident Command System in the State of Colorado.

### Recruiting Instructors for the Following Courses:

#### **National Incident Management System (NIMS), An Introduction (3-hours)**

This course introduces the National Incident Management System (NIMS) to response personnel who are already trained to the appropriate level of ICS. It explains the purpose, principles, key components and benefits of NIMS. Note: This course is the equivalent of I-700, but presented in a classroom environment. **FOR INDIVIDUALS ALREADY TRAINED AT THE APPROPRIATE LEVEL OF ICS, THIS COURSE IS ALL THAT IS REQUIRED TO BE "NIMS-COMPLIANT."**

#### **NIMS Introduction to Incident Command System, ICS-100 (8-hours)**

This course provides an overview of the National Incident Management System (NIMS), and introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). This course is suggested training for all entry-level personnel assigned to an incident or event, persons working in support roles and cooperating agencies, off incident personnel who are required a minimum of ICS orientation and technical specialists assigned to support incident from an off-site location.

#### **NIMS ICS for Single Resources and Initial Action Incidents, ICS-200 (16-hours)**

This two-day course provides an overview of the National Incident Management System (NIMS), and covers the Incident Command System (ICS) at the I-200 level. Topics include: leadership & management, delegation of authority & management by objectives, functional areas & positions, briefings, organizational flexibility, and transfer of command. This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS. IS-100 is a pre-requisite to the IS-200 course.

### Instructor Selection

Prospective Instructors must submit the Instructor Application and a resume by 5:00 on **April 21, 2006** for the May 2-3, 2006 Train-the-Trainer session. Application packets must include application, resume and documentation of completion of course prerequisites. Applications will be evaluated based on the following:

- Documentation of successful completion of an approved instructor training course/instructional methodology course; and
- Demonstrated Teaching or Training Experience; or
- Current and Valid Instructor Certification Issued by an Agency of the State of Colorado; and
- Successful Completion of the Introduction to the NIMS Course (IS-700); and
- Successful Completion of the Introduction to the National Response Plan (NRP) Course (I-800); and
- Successful Completion of ICS 100 and ICS 200 (EMI, USDA, NFA or NWCG ICS courses); and
- Agreement to adhere to the policies, procedures, administrative requirements, and standards of conduct for contract instructors of the Division of Fire Safety.

**NOTE: Individuals wishing to become instructors but do not currently possess all of the prerequisites may be allowed to attend a Train-the-Trainer course on a space available basis.**

## **NIMS Train-the-Trainer Schedule**

The following NIMS Train-the-Trainer sessions have been scheduled. Additional Train-the-Trainer courses may be scheduled, based on need.

Dates	City	Location
May 2-3, 2006	Colorado Springs	Cimarron Hills Fire Protection District Fire Station 1 1885 Peterson Road Colorado Springs, CO

Class size is limited to 30 participants each session. Train-the-Trainer courses will be taught by a multi-disciplinary team to include, law enforcement, fire, and other disciplines.

Completion of the NIMS Train-the-Trainer, will not in itself, qualify an individual to instruct for the State of Colorado. Prospective instructors must meet all qualifications and criteria.

This Instructor Train-the-Trainer session will utilize FEMA/EMI's new NIMS-compliant ICS curriculum that was developed collaboratively with the National Wildfire Coordinating Group (NWCG), the United States Fire Administration and the United States Department of Agriculture.

## **The NIMS ICS Delivery System**

Local agencies wishing to host one (or more) of the NIMS ICS courses submit a request to the Division of Fire Safety on a "Course Sponsor Coordination Plan". This form identifies the name of the course, requested dates and local contact information. The Division of Fire Safety matches these requests with available instructor(s), assigns the instructor(s) to the course, and provides all instructional and student support materials.

The Division of Fire Safety will also routinely solicit local agencies to host particular courses.

Local host agencies are expected to provide a facility suitable for the course and assist with logistics, i.e. contact information for local hotels, etc. When available, local host agencies may be asked to provide a laptop computer and LCD projector for use by the instructor(s). Local host agencies are also requested to provide refreshments, when possible.

Instructors for the Division of Fire Safety are considered independent contractors and are not employees of the State of Colorado. Depending upon the course, contract instructors are either paid an hourly rate (the rate in effect at the time of the instruction), or may be asked to submit an all-inclusive bid.

If you have any questions please contact the Division of Fire Safety.

Colorado Department of Public Safety  
**Division of Fire Safety**  
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Tel: 720-852-6735  
Fax: 720-852-6756



**STATE OF COLORADO**  
**National Incident Management System**

**Instructor Application**



Prospective Instructors Must Submit an Instructor Application, Resume, and Documentation of Completion of Course Prerequisites to be Considered.

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**Name:**

**Title**

**Agency/Organization:**

**Address:**

**City:**

**Zip Code:**

**Phone/Fax:**

**Email:**

**Course Prerequisites (Documentation Required):**

- ☐ ICS 100, ICS 200, IS 700 and IS 800
- ☐ Documentation of successful completion of an approved instructor training course/instructional methodology course, Current and Valid Instructor Certification Issued by an agency of the State of Colorado or teaching certificate.

**Additional Certifications/Endorsements:**

**Training Experience:**

Train-the-Trainer Course Date Requested – 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Return to Colorado Division of Fire Safety – 9195 East Mineral Avenue, Suite 234 – Centennial, CO 80112,  
FAX: 720-852-6756. E-Mail: walter.jauch@cdps.state.co.us.